



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE; HUMAN SCIENCE AND EDUCATION

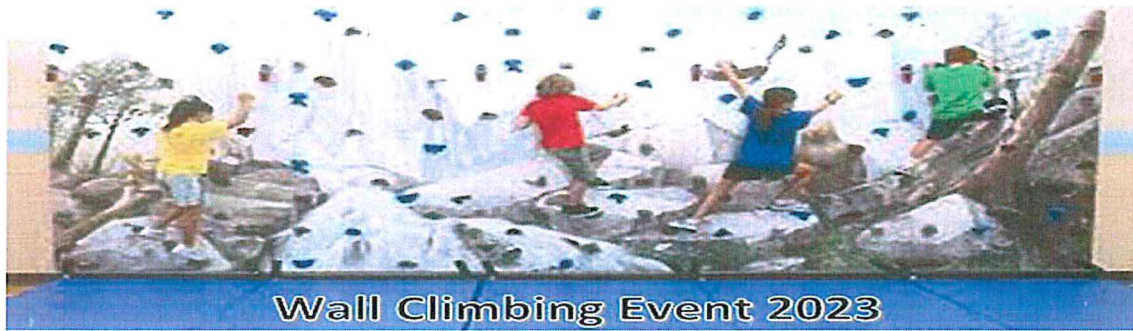
Department of Management

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE: Business Applications 2A	COURSE CODE: BAP611S
DATE: June 2023	SESSION: Practical Paper
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY - QUESTION PAPER	
EXAMINER(S)	Ms L Beukes
MODERATOR:	Ms S Klaassen

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read all the questions carefully before answering.3. Make sure your name, surname, question number and the date appear in the Header and Footer.

THIS TEST PAPER CONSISTS OF 4 PAGES (Excluding this front page)



Question 1

Marks: 20

Adventure sports is a thrilling niche unto itself. Wall-rock climbing works on many levels as a team-building exercise because it requires a lot of teamwork and it's physically testing.

As the project co-ordinator you have the responsibility to co-ordinate this project to raise funds for Ndoro Children's Charities a Help4NAm Foodbank Organisation. This event will take place on the 29th July 2023. Please start planning at least one month in advance.

NR	NAME OF TASK	TASK DURATION	RESOURCES
1.	Define Your Target Audience	2 Days	Joseph
2.	Book a Venue (Maerua Mall)	1 Day	Saraphina
3.	Design Posters	3 Days	Kaino
4.	Music & Sound System	3 Days	Joseph
5.	Prizes for the Winners	2 Days	Saraphina
6.	Programme Design	2 Days	Kaino
7.	Media and Photographer	2 Days	Joseph
8.	Programme Facilitator	2 Days	Saraphina
9.	Confirm Participants	2 Days	Joseph
10.	Final check-ups and logistics	1 Days	Kaino

1. The Milestones for this event will be the following:

Deposit of 70 % to be paid for the:

- (a) Venue
- (b) Design of the posters
- (c) Prizes

Full Payments to be made for the:

- (a) Music & Sound System
- (b) Photographer

- 2. Please add predecessors for each milestone.
- 3. Assign resources to the tasks as indicated above.
- 4. Insert your Name in the Header, save your document and print only page 1 and 2.

QUESTION 3

MARKS:

Open a MS EXCEL worksheet and key in the following Income Statement. Use the default margins of the program and follow the instructions carefully. Please type the document in Arial, font size 12, unless indicated differently.

INSTRUCTIONS

1. Use the correct formula to calculate the Income for all employees.
2. In column F apply the ROUND UP function to the Income of the employees to one decimal place.
3. Use the IF function to identify the employees who worked for more than 80 hours.
4. Insert two rows at the end. In A14 add Rundu Total Hours. Use the SUMIF function, calculate only the total hours for the employees from Rundu. Insert answer in C14.
5. Bold all calculated answers.
6. Insert Borders.
7. Increase the row height of the table from row 5 to 12 to 30 pixels.
8. Wrap Text cell D4.
9. Bold all Column Headings.
10. Print final copy on landscape.

QUESTION 4**MARKS: 20**

Retrieve Question 4 – Pivot Table (List of Holidays) from your M-drive and adhere to the instructions that follow.

Instructions:

1. Retrieve the following table in Excel and save the workbook as: Question 4 -Pivot Table
2. Rename sheet1 to Original
3. Make a copy of table in Original and rename the new sheet as **Best Buy Travel Agents**
4. Insert 2 rows above the column headings.
5. Insert Main Heading in row 1 -**Best Buy Travel Agents**
(U/C, Bold, Merge & Centre, Arial Black, 16)
6. **Edit the table as follows:**
 - 6.1 Change the font of the entire table to Arial font size 12.
 - 6.2 Change the column headings to font size (12), bold, u/c
 - 6.3 Fill Column Headings (White Background 1, Darker 15%) row height pixel 50
Wrap Text and centre the following Col headings: Nr of Days, Travel Methods, and Holiday ID.
 - 6.4 Resize columns headings and change the row height of the rest of the table to 25 pixels.
7. **Pivot Table:**
 - 7.1 Select the **Original sheet** and create a PivotTable.
 - 7.2 From the PivotTable Field List choose **Number of days by Country to be displayed** in the Report.
 - 7.3 Move **Travel Method** to Column Label and **Country** to row label and **Nr of Days** to Values.
 - 7.4 Rename the sheet tab - **Report**
8. **Chart:**
 - 8.1 Create a Pie chart from the Report.
 - 8.2 Insert the following Chart Elements:
Chart Title - Best Buy Travel Agents (Bold, u/c, centre)
Data Lables - Data Callout
Legend - Insert on the left
 - 8.3 Select Style 4 from the chart styles.
 - 8.4 Make sure both the table and chart fit on one sheet and print.